

TROUBLESHOOTING 1099 REPORTING

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If I make a payment on a location that has no 1099 reporting, can I add reporting to that location?

That depends on the location. Certain locations were set up as non-reporting. Please do not change them -- it may correct your problem, but it will create numerous problems for others. See the guideline and checklist entitled [Adding 1099 Information to Existing Vendors](#).

If the voucher posted before you realized that it should have been reportable, the amount can still be reported correctly. See the guideline and checklist entitled [Correcting Reportable Payments on a Non Reportable Location](#).

Can I remove 1099 reporting from an existing location on a vendor?

No. Any attempt to remove the information will make any vouchers tied to that vendor inaccessible for reporting. Neither correct history nor effective dating work here. See the guideline called [Removing Reporting From an Existing Location on a Vendor](#).

I made a voucher on the wrong location, and it needs to be reported on a 1099. How do I get the reporting moved?

Payments cannot be moved from one location to another. Instead, the correction is to be made in the 1099 Adjust Withholding process by adding a negative row to the incorrect location to remove it and adding the amount on a line on the correct location. See the checklist Correcting Reportable Payments on a Non Reportable Location for more details.

How can I change the default withholding class?

1. You can add the correct class,
2. You can switch the Default Jurisdiction checkmark,
3. But you cannot delete a withholding class that has been used previously in a voucher.

Never use correct history and backdating to remove the Default Jurisdiction checkmark. See the guideline and the checklist entitled Changing the Default IRS Class Code for instructions on how.

How do I correct a Tin Type? (For example a SSN was entered with a type of “F” or an employer ID number was entered with a type of “S.”)

With the upgrade to 9.0, changing a Tin Type by using an effective-dated row does not seem to affect 1099 reporting on vouchers paid either before or after the change. As guideline Changes to a Vendor’s TIN Number or TIN Type explains, the VMR should:

1. The preferred method is to add an effective-dated row backdated to January 1st of current year; or
2. If there is already an effective-dated row sometime during the current year, add a new row backdated to the date after and change the Type. Correct history can be used, but only sparingly and only for cases where the 1099 information was entered incorrectly.

A vendor has the wrong TIN, either a SSN or FEIN. Can I just change it?

The 9.0 upgrade gave us more flexibility in changing a TIN on a vendor, but the VMR must still be careful. The procedure for changing a TIN depends upon the reason for the change. Please read thoroughly the guideline on Changes to a Vendor's TIN Number or TIN Type.

A change in TIN because of a change in ownership or type of organization status must be referred to the Vendor Registry Office (VRO) in Bismarck. Please fax all paperwork regarding the changes to VRO at 701-328-0108.

A location has been set up wrong or is no longer used. Can I inactivate a location?

No, because inactivating locations requires the VMR to have the ability to see vouchers from all business units (Higher Ed and state agencies) that may be in process of posting.

Contact the Vendor Registry Office at spovendor@nd.gov and request the location to be inactivated. For more information on how this affects 1099 reporting, see the guideline Inactivation of Locations with Reporting.

I need to make corrections on a vendor's 1099 reporting, but the location has been inactivated.

Forward a request to the VRO at spovendor@nd.gov to reactivate that location. Once the correction has been made, notify the VRO by email to inactivate the location again. This is the same procedure the state agencies use.

A vendor was set up with a business name, but now the 1099 reporting needs to be under the owner's name and TIN.

Version 9.0 of PeopleSoft allows vendors to have one payment name and a different name used for 1099 reporting. This is especially beneficial for sole proprietorships. Please see the checklist Setting up Sole Proprietorships for detailed instructions on setting up such a vendor.